



## **Department of the Interior**

**Bureau of Land Management**  
Idaho, Nevada, and Utah, Arizona

**Bureau of Indian Affairs**  
Western Region

**National Park Service**  
Intermountain Region  
Pacific West Region

**Fish and Wildlife Service**  
Mountain Prairie & Pacific Region  
Pacific Southwest Region

## **Department of Agriculture**

Forest Service  
Intermountain Region

**State Agencies**  
Idaho, Utah, and Nevada

## **GREAT BASIN INCIDENT BUSINESS COMMITTEE CHARTER**

### **MISSION STATEMENT**

The Great Basin Incident Business Committee (GBIBC) is established under the Great Basin Coordinating Group (GBCG) to develop and coordinate incident business practices, policy and procedures within interagency standards. The Incident Business Committee will coordinate, communicate and disseminate information with other Great Basin committees, IMT's, respective partners and agencies.

### **MEMBERSHIP**

The Incident Business Committee will be composed of wildland fire representatives (committee members) from federal and state agencies within the Great Basin. Core agency members of the committee will be identified by their GBCG representative.

### **AGENCIES**

Bureau of Indian Affairs	State of Idaho
Bureau of Land Management-ID	State of Nevada
Bureau of Land Management-NV	State of Utah
Bureau of Land Management - UT	US Fish & Wildlife Service – Mountain Prairie & Pacific Region
National Park Service – Intermountain	US Fish & Wildlife Service – Pacific Southwest Region
National Park Service – Pacific West	US Forest Service – Intermountain Region

A quorum (minimum of five (5) committee members) must be present when topics are up for vote. Every attempt will be made to reach decisions by consensus.

Standing technical specialists will include the following: Contracting Officer, Contract Equipment Specialist, Buying Team Coordinator, Logistics, Operations, Training and Dispatch. Technical specialists may advise, assist and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as-needed basis.

An administrative support position will be assigned to assist committee members as delineated in the letter of expectation.

### **PURPOSE**

1. Provide advice, counsel, and standardized direction on incident business management for the GBCG. Coordinate business practices for wildland fire and emergency responses.
2. Annually review and update or develop geographic area supplements to the Interagency Incident Business Management Handbook.

3. Develop and implement new business management programs/practices.
4. Review/Address operational business management practices brought forward to the committee.
5. Establish task groups as needed to resolve business management issues. The GBIBC will provide written objectives and time frames to the task group. A minimum of one (1) business committee member will be assigned to each task group to coordinate the assignment and communicate the objectives.
6. Develop and provide incident business training opportunities.

#### **COMMITTEE ORGANIZATION**

The Chair will be a federal representative and serve a two year term in a rotation process.

1. BLM (UT/ID/NV/)
2. BIA
3. USFS
4. NPS (PNW/Intermountain)
5. FWS

The Vice-Chair will be state representative and serve a two year term in a rotation process.

1. Nevada
2. Idaho
3. Utah
4. Wyoming

The representative for the chair and vice-chair terms will overlap for coordination between the fall meeting and the first of the year. The incoming chair and vice-chair assume full responsibility January.

#### **CHAIR RESPONSIBILITIES**

The Chair's responsibilities include:

- Schedule and conduct committee meetings, distribute notes of meetings/conference calls, produce and ensure action plan tasks are completed.
- Prepare a briefing of current projects and report accomplishments to the coordinating group and/or representative for their semi-annual meetings and/or conference calls.
- Prepares a briefing and attends other committee meetings/conference calls as needed.
- Serves as a Finance representative at the Great Basin Incident Management Team selection meeting.
- Provides recommendations to Incident Commanders on potential Finance personnel.
- Ensure that new members are provided with charter, contact list and standard operating guidelines.

#### **VICE CHAIR RESPONSIBILITIES**

The Vice Chair's responsibilities include:

- Assist the Chair in developing meeting and conference call agendas.
- Review notes of meetings/conference calls and prepare them for distribution.
- Assist the Chair with any other matters of interest.
- The Vice-Chair will assume the duties of the Chair when they are not available.

#### **MEETINGS/CONFERENCE CALLS**

The Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish tasks. Conference calls will be held on the 3<sup>rd</sup> Wednesday of the month at 1300 Mountain Time or more often as deemed necessary, except during those months when a meeting is held. If a committee member cannot attend a meeting, they shall designate an alternate to attend in their absence. The alternate shall act as a voting member. If an alternate is not feasible, the committee member shall notify the Chair of the absence.

#### **ADOPTION POLICY**

Each agency representative will be responsible for their agency's review of new policies and/or procedures. Final reports will be presented to the GBCG for interagency adoption, distribution, and inclusion into agency manuals.

  
X  
Chair  
Great Basin Coordinating Group